

TO: **ALL ARCHITECTS OF RECORD**

FROM: Thomas B. O'Connell, Administrator
Architecture & Engineering Division
P.O. Box 200103
Helena, Montana 59620-0103

DATE: April 1, 2003

SUBJECT: Selection of Architects

Firms interested in being considered for interviewing on the project listed must submit two (2) copies of Form 115 **NOTE:** with one (1) to the Architecture & Engineering Division, P. O. Box 200103, Helena, Montana, 59620-0103; and one (1) copy to the Facilities Services Office, University of Montana, 32 Campus Drive, Missoula, Montana, 59812 by close of business (5:00 p.m.) on **Thursday, March 27, 2003**. Statements of Qualification received after this date will not be considered.

REFER TO THE BACK OF THIS SHEET FOR A BRIEF DESCRIPTION OF THE PROJECT!

Firms chosen for an interview will be given a project program and be asked to present their qualifications before a selection committee whereupon a list of three (3) qualified firms shall be presented to the Director, Department of Administration for an appointment, in accordance with 18-2-112 MCA.

Form 115 is available in Word and PDF formats on the A&E web site:

<http://www.discoveringmontana.com/doa/aed/index.htm>

It may also be time to update your Form 114 for selection on projects at \$250,000 and less. If there are any questions, please contact Russ Katherman, P.E., Contracts Administrator, at (406) 444-3332, (e-mail: rkatherman@state.mt.us).

cc: Kevin Krebsbach, UM OFS

ARCHITECTURAL PROJECT

NEW RESEARCH LABS

University of Montana

A/E #23-01-01 (Delegated)

PROJECT BUDGET: \$1,500,000 spending authority, \$1,300,000 actual funding

There is a pressing need for additional space for research activities and faculty offices within the Division of Biological Sciences and the School of Forestry. A new, modest facility is envisioned to house these activities. This utilitarian building will be a two-story (i.e. a day-lighted basement), approximately 10,000 sq. foot structure constructed of insulated concrete block and shall contain an elevator. The facility will house seven labs of various sizes of both wet and dry type suitable for modern research in the biological and forestry sciences. There will be fume hoods and modern utility systems that support lab equipment. The university will provide some of the lab furnishings for the project. There are to be 12 faculty offices at 120 sq.ft. each and two common areas of approximately 300 sq.ft. each. The site, which has a gradual slope, is located on the north side of the Health Sciences building with all necessary utilities in the vicinity.

Ideally the project needs to be completed for the Fall Semester (September 2003). However, realistically it will probably be completed near the end of the current calendar year (December 2003).

Architect selection/appointment	April 2003
Design and construction documents	May - July 2003
Bidding	August 2003
Construction	Sept. – December 2003

A shortlist for interviews will be determined on March 28th and firms will be notified by phone or fax that they have been selected for an interview. Interviews will be conducted on **Thursday, April 3rd at the UM OFS**. The interviews will be informal in nature and neither visual materials nor consultants are deemed necessary.

Due to the time constraints involved, interested firms are to mail one copy of the RFQ directly to the UM Facilities Services Office and one to Architecture and Engineering Division. Addresses are provided in the memo on the reverse.

After appointment of the selected firm by the Director, Department of Administration, this project will be delegated to the University of Montana for all administration and contractual responsibilities.

For more information contact Kevin Krebsbach, Associate Director of Facilities, University of Montana at (406) 243-6061.